

Chapter 1 - General Information

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1.1 Important Changes for the 2020 Presidential Elections

For the 2020 Presidential Elections, there are some important changes to the voting process.

- The election judge at the check-in table must tell each voter:

“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

- Make sure that at least five (5) voters use a ballot marking device during the day. If five (5) voters have not used a ballot marking device by 1:00 pm, direct voters to use a ballot marking device until five (5) voters have used it.
- Voters are now permitted to take their voted mail-in ballot to an early voting center or polling place. Each site will have a drop box located outside of the polling place in addition to secure “Voted Mail-in Ballot Bags” (similar to the provisional ballot bags) that will be taken back to the local board of elections at the end of voting hours.
- Individuals who are not registered to vote may now register at any polling place on election day.

1.2 Election Judge’s Role

Your role as an election judge is to make sure elections are fair and accessible for all voters. You also protect the integrity of the election process.

You must perform all the duties assigned to you by the local board of elections in accordance with federal and State law. You must perform your duties faithfully and diligently. You must also perform your duties without any kind of bias, prejudice, and partisanship.

1.3 Election Dates & Voting Hours

Presidential Primary:

Election Day - Tuesday, June 2, 2020. Polls open at 7:00 a.m. and close at 8:00 p.m.

Presidential General:

Early Voting - Monday, October 26, 200 through Monday, November 2, 2020. Polls open at 7:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, November 3, 2020. Polls open at 7:00 a.m. and close at 8:00 p.m.

1.4 Arrival Time

Pre-Election Set Up

On the Monday evening before election day, all judges will report to their assigned precinct to set up the polling place. The standard meeting time is 5:30 p.m., however, chief judges will contact each judge at least one week prior to the election to confirm the exact time of the pre-election meeting. Attendance at the pre-election meeting is MANDATORY. The meeting will last 2-3 hours and will be supervised by the chief judges.

Election Day

Election judges are expected to arrive at their assigned polling place no later than 6:00 a.m., unless otherwise authorized by the local board of elections (e.g. part-time positions).

Early Voting

Election judges are expected to arrive at their assigned early voting site no later than 5:30 a.m. on the first day and 6:00 a.m. on the other days unless otherwise authorized by the local board of elections.

1.5 Closing Time for the Polls

All voters who are in line to be checked in at 8:00 p.m. are allowed to vote. Although the polls are officially closed at 8:00 p.m. (unless voting hours are extended by a court order), the polls may remain open past 8:00 p.m. Voters in line by 8:00 p.m. must be allowed to check in to cast their ballot.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. When the extended voting hours end, all voters who are in line by the time extended hours end will be allowed to vote.

See *Appendix 1 – Extended Voting Hours* for additional information.

1.6 Important Contact Information

Election Judge Recruitment: 240 - 777 - 8533

Voter Registration: 240 - 777 - VOTE (8683)

Technical Help Desk: 240 - 777 – 8543 (Available during early voting and on Election Day)

Website: www.777vote.org

Email: electionjudge@montgomerycounty.gov

1.7 Your Contact Information

You must keep your contact information current with the local board of elections. This includes your name, address, home phone number, work phone number, cell phone number, and email address.

If you have an unlisted number, please tell the local board of elections. Phone numbers will only be released to the chief judges.

1.8 Qualifications for Election Judges

Under Maryland law, you can be an election judge if you are:

- A registered voter in Maryland;
- Physically and mentally able to work at least a 15-hour day;
- Willing to work outside your home precinct;
- Able to sit and/or stand for an extended period; and
- Can speak, read, and write English.

Young people who are aged 16 or older may also be an election judge if:

- At least one parent or guardian gives permission; and
- They can show the local board of elections that they meet all the requirements for an election judge.



Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

You cannot be an election judge if you are a:

- Candidate or currently hold a public or political office, including State and county political party central committees; or
- Chairman, campaign manager, or treasurer for a political or candidate committee.

In addition, family members of a candidate should generally not serve as election judges within the district in which the candidate is seeking election.



In most cases, election judges will be affiliated with one of Maryland's two major political parties, Democratic and Republican. While under oath as an election judge, you must remain nonpartisan at all times

1.9 Mandatory Training Class

The law requires you to attend a training class and to serve on the day(s) you are assigned to work.

You will need to complete online training before scheduling the training class. Election judges are paid for completing training and working the election. If an election judge is unable to work on election day, there will be **NO** compensation for attending training.

1.9.1 Attendance

If you have an emergency and cannot serve as an election judge on the day you are assigned, you must tell the local board of elections right away so they can find someone else. Contact your Recruiter or call 240 - 777 - 8533 as soon as possible.

1.9.2 Compensation

Election judges receive a set payment, based on their assigned position, for successfully completing all required training and working the election. Judges who complete training but do not serve will not be paid. Students may elect to receive student service learning (SSL) credits in lieu of payment.

To receive payment, you must provide your social security number to the local board of elections prior to working the election. Wages **are** taxable. You are required to pay federal and State income tax on the wages earned as an election judge. If income taxes are not withheld from your paycheck, then you are responsible for reporting your wages and your federal and State income taxes. You may receive a W-2 depending on how much you earn. Talk to a tax professional if you need more information.

1.10 Election Judge Oath & Rules of Security Behavior

All election judges must read and sign the *Election Judge Oath* and the *Rules of Security Behavior* before they begin working.

1.11 Election Judge's Responsibilities

As an election judge, you must:

- Go to an election judge training class scheduled by the local board of elections.
- Read all the election materials you receive, including this manual.
- Read any updated information that you receive after training class and on election day.
- Attend and participate in a Monday night pre-election set-up meeting at your assigned precinct.
- Work every day you are assigned.
- Be on time.
- Wear your name tag at all times. Do not write your party affiliation on your name tag.
- Work together to make sure the polling place opens on time. Opening on time is required by law.
- Follow the instructions of the chief judges.

- Help with whatever needs to be done, no matter what you were originally assigned to do.
- Work with the other election judges at your assigned polling place as a team to:
 - Maintain the integrity and confidentiality of the voting process;
 - Make sure the polling place is secure;
 - Make sure the voting equipment is secure, working properly, and available to all voters;
 - Make sure the voted and unvoted ballots are secure at all times;
 - Help reduce errors and omissions by voters;
 - Fill out election-related paperwork accurately;
 - Follow the instructions in this manual; and
 - Follow all other instructions provided by the local board of elections.

1.12 General Rules for All Election Judges

- **Do not wear campaign buttons, t-shirts, or other political items.** Election judges are not allowed to electioneer or campaign.
- **Do not talk about candidates or political issues** among your fellow election judges, voters, or with anyone inside the voting room and within the “No Electioneering Zone.”
 - **Help all voters promptly and politely.** Watch for voters who need help.
 - **Do not leave** the polling place at any time.
 - **Do not smoke** inside the site or at the entrance to the polling place.



Check all local laws and ordinances regarding smoking at a governmental facility where a polling place is located.

Smoking, using e-cigarettes, and vaping are prohibited in and around

- Do not bring family members or friends with you to help. Only voters and people approved by the local board of elections (for example, election judges, challengers and watchers, and staff) are allowed in the polling place.
- Keep conversations with family members, friends, and neighbors short. Stay focused on the voting process.
- **Remain at your workstation at all times.** Only leave your workstation when you are on an assigned break, using the restroom, helping a voter or following the directions of a chief judge.
- Refer questions from the media and challengers and watchers to chief judges. Chief judges should refer such questions to the local board of elections and write the details of what happened in the *Election Day Log*.
- **No electronic devices may be used in the polling place, except as authorized by the local board of elections.** The local board of elections may issue – or authorize – cell phones, pagers, or computer equipment that may be used in the polling place. These electronic devices may only be used for election purposes.

1.13 Tips for Election Judges

- Bring a sweater or jacket in case the polling place is cold.
- Bring enough food and drinks to last the entire day.
- Bring any medicine you may need, as you may not leave the polling place to get anything.

1.14 Types of Election Judges

Chief Judges are responsible for organizing and managing the Monday evening pre-election meeting; polling place set up and close down; assuring that voters are served correctly and timely; polling place operations and security, conduct of election judges and resolving voter issues.

Voting Operations Judges – under supervision and guidance of chief judges maintain the integrity and confidentiality of the voting process; process voters at check-in and provisional voters in accordance with security procedures and controls;

issue ballots; direct voters to the voting booths and provide assistance when asked; assist with the polling place set up and close down; safeguard and operate the voting equipment and perform other duties as assigned by the chief judges.

Closing Judges – under supervision and guidance of chief judges; safeguard and operate the voting equipment; print election results; return election materials to the Board of Elections on election night and perform other duties as assigned by the chief judges.

Standby Judges – (Selected during the last few weeks of the election cycle and not assigned a polling place) must agree to be assigned anywhere in the county as the need arises and remain available for assignment until 2:00 pm on election day.

Roamers – are judges who are experienced and knowledgeable in election procedures and troubleshooting polling place equipment. Roamers are authorized by the Board of Elections to access the polling place to answer procedural questions and troubleshoot equipment as necessary. They are authorized to ensure all judges in the polling place follow correct procedures, remain within the law, and follow policies set by the Board of Elections.

Other limited positions include Election Night Support, Regional Site Runner, Election Day Runner and Greeter. Persons selected for these limited positions will receive an in-depth description of their duties and responsibilities.

1.15 Term of Office

The term of office for an election judge is approximately two years and ends thirteen weeks before the 2022 Gubernatorial Primary Election. You are expected to serve as an election judge for all elections held during that period.

1.16 Removal of an Election Judge

On election day, you represent your local board of elections. Each person who enters the polling place deserves your respect and polite service. Always act in a professional way and keep a positive attitude. Support and help voters, even when things get difficult.

A local board of elections shall immediately investigate all complaints about the fitness, qualification, or performance of an election judge. They shall also investigate all reports of harassment, sexual harassment, threatening behavior, or behavior that compromises the integrity and security of the election process.

A local board of elections shall remove any election judge whom they decide is unfit, incompetent, or whose behavior is considered inappropriate or unprofessional. If you are removed from being an election judge, you may lose your wage and lose future chances to be an election judge.

1.17 How You Can Vote

If you are assigned to work in a precinct that is not your home precinct, you must vote during early voting or by absentee ballot. If you choose to vote by absentee ballot, ask for an absentee ballot from your local board of elections.

You may mail or deliver your voted ballot to the local board of elections **before** election day. You may also take your completed absentee ballot to an early voting center or to a polling place. You cannot submit your voted ballot online or return it by email or fax. You are not allowed to leave your assigned polling place to deliver your ballot to the local board of elections.

If you mail your ballot, the envelope must be postmarked on or before election day. It must be received by your local board of elections by 10:00 a.m. on or before Friday, May 8, 2020 for the primary election or Friday, **November 13, 2020** for the general election.

If you have any questions, please contact your local board of elections.

1.18 General Policies About Voters

1.18.1 Voter ID Policy

If the voter is marked as “Show ID” in the electronic pollbook, then you should ask the voter to show ID. Otherwise, **do not** ask voters to show ID.

If a voter offers an ID, you may accept it, but the voter **must** verbally state his or her name, address, and month and day of birth.

If someone challenges a voter’s identity, tell a chief judge immediately.

1.18.2 Children Accompanying Voters

Children who are 17 years of age or younger may go with a voter into the voting area. The child must stay with the voter and must not disturb or interrupt normal voting procedures.

Anyone who is 18 years of age or older must complete a *Voter Assistance Form* if he or she goes with a voter into the voting area.

1.18.3 Electronic Equipment in the Polling Place

No one can use electronic devices inside the polling room. Prohibited devices include radios, televisions, cameras, cell phones, tablets, pagers, and computer equipment.

There are some exceptions to this rule:

- If both chief judges agree, members of the media may use cameras in a polling place and within the “No Electioneering Zone.” Members of the media must not interfere with the voting process and may not put the privacy of voters at risk.
- The local board of elections may issue – or authorize – cell phones, pagers, or computer equipment that may be used by election judges or staff from the local board of elections in the polling place. These electronic devices may only be used for election purposes.
- Law enforcement officers and emergency workers may also use electronic devices when they are doing their jobs.

Voters may bring printed materials into the polling place. This includes sample ballots, voter’s guides from newspapers, and campaign literature. Voters may use electronic devices while waiting in line outside of the polling room.

1.18.4 Line Management

To help voters have a better experience while waiting in line:

- Have single lines leading to the check-in table, voting booths, ballot marking devices, and scanning units.
- Check with voters waiting in line to make sure voters are at the correct polling place and in the correct line.
 - Give voters the opportunity to look at a sample ballot while in line.
 - Provide voters instructions about the voting system and voting procedures.

- Allow voters to read literature, including information about candidates and ballot questions, while waiting in line inside or outside the polling room. Voters may read newspapers, books, fliers, pamphlets, etc.
- Allow voters to use electronic devices (cell phones, tablets, etc.) while waiting in line outside of the polling room.
- Inform voters about expected wait times while they are waiting in line. If there are any delays, explain them to the voter.

1.18.5 Accommodating Voters in Line

If a voter is unable to stand in line, ask another voter in line to hold his or her place.

Give that voter the placeholder card, and allow the voter needing assistance to sit until the placeholder reaches the check-in judge. The placeholder gives the placeholder card to the check-in judge.

Figure 1 - Elderly and/or Disabled Line Placement Card



Never ask a voter to provide proof of a disability. A voter's disability may not be visible.